

## TFS INSTRUCTIONS

**PLEASE READ AND FOLLOW ALL INSTRUCTIONS CAREFULLY.**

**FOR ASSISTANCE CONTACT:**

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**Who Completes the Trustees' Financial Summary (TFS):**

Each elementary, high school district, K-12 and full service/special education cooperative must file an annual TFS. All elementary, high school, K-12, and cooperatives must complete a Project Reporter Code Report, a Balance Sheet for each fund, a Schedule of Revenues, Expenditures and Change in Fund Balance for each fund, and a Detail Expenditure Report.

**What Information to Report:**

Report amounts from the accounting records for the fiscal year **after all necessary fiscal year-end adjusting and closing entries have been properly recorded.**

**Where to Find Help for Year-End Adjustments and Closing Procedures:**

[Link to School Accounting Manual \(SAM\)](#) Refer to sections of the School Accounting Manual (SAM) entitled 7-0300 Year-End Closing Procedures, 7-0400 Cash to Accrual Worksheet-Columnar Accounting Systems, and 7- 0500 Cash to Accrual Worksheet-Double Entry Accounting Systems. These sections provide basic year-end accounting procedures and methods for converting the district's records from cash basis to accrual (GAAP) basis. The procedures will assist clerks/business managers in closing the books and preparing the TFS.

**Blank Forms:**

From the OPI MAEFAIRS screen click the Reports button. Click TFS and then tab or move mouse to the TFS option on the next drop down box. Choose the Blank Report option under the heading Select Report Type.

To print the entire report (a Schedule of Revenues, Expenditures and Changes in Fund Balance for ALL possible funds), select one or both (control/click) of your districts, then choose the "Print to PDF option". To select only active funds, click the funds to include under the heading Select Fund(s) and then choose the Print to PDF option

**Full-Service/Special Education Cooperative Hosts:** Full service, Special Education Cooperatives must file a TFS SEPARATELY from the host district's TFS. Cooperatives must report activity in the Transportation Fund (310), Retirement Fund (314), Miscellaneous Programs Fund (315), Interlocal Agreement Fund (Fund 382), Schedule of Changes in Fixed Assets, Depreciation and Net Fixed Assets, and the Schedule of Changes in Long-Term Liabilities. Cooperatives with a Payroll Clearing Fund (386) and Claims Clearing Fund (387) must also submit Balance Sheets in those funds.

**Interlocal Agreement / Cooperative Fund (Fund 82):**

If the district is the host of a full service/special education cooperative, report the Interlocal Agreement/Cooperative Fund (382) on a SEPARATE TFS for the cooperative. Report the Interlocal Agreement/Cooperative Fund (82) for the elementary and high school like any other fund.

**Additional Funds:**

If the district used new funds in the past year, click the funds to be used under the heading Select Fund(s), select the Schedule of Revenues, Expenditures, and Changes check box under the heading Select Report Section(s). (**NOTE:** New funds **MUST** be authorized funds from the Chart of Accounts, section 3-0200 of the School Accounting Manual).

**Student Extracurricular Activities Fund (Fund 84):**

**MUST BE REPORTED.** Report student extracurricular accounts held by the county treasurer and those accounts outside the county treasurer (e.g., separate checking accounts) as Student Extracurricular Activities Fund (84) financial activity. If the combined elementary and high school district share one extracurricular fund for both districts, combine all activities and report it on either the elementary or high school district's TFS. **NOTE:** Usually the high school district's TFS is used.

**Districts That Will Become K-12 Next Year:**

Districts that will become K-12 in a subsequent year must report **separately** for elementary and high school for current year-end. The K-12 district is created effective July 1 and the activities of a K-12 district will be reported on the **subsequent year TFS**.

**Nonoperating Districts:****First Year Non-Operating - Fund 19 Budget Required:**

Establish Fund 19

1. The district will need to send a letter to the county treasurer requesting Non-Operating Fund (19) be opened effective June 30, 2016. Opening the fund effective for FY2015-16 allows the district to record residual equity "transfers-out" of operating funds and residual equity "transfers-in" to the Non-Operating Fund (19) at the end of FY2015-16.
2. Within Fund 19, use revenue code 9710 – Residual Equity "transfers in" to record fund balances transferred in from other funds, except the Miscellaneous Programs Fund (15) or the Debt Service Fund (50), which should not be transferred to Fund 19 (20-9-505, MCA).
3. The district should use Program 999, Function 9999, and Object 971 for transferring fund balances OUT of every operating fund (except Fund 15 and/or Fund 50). More information on transferring balances can be found in the School Accounting Manual, Section 5-0520.20.

4. Balances in the Miscellaneous Programs Fund (15) and Debt Service Fund (50) should NOT be transferred to Fund 19. Those balances should be left intact, as Funds 15 and 50 are authorized for non-operating districts. If your district has Fund 50, continue to report financial activity while in non-operating status (20-9-505, MCA).

5. The FY2015-16 TFS should reflect all expenditure and revenue activity across all operating funds, as well as residual equity transfers-out of the ending balances of these operating funds. The FY2015-16 TFS must reflect residual equity transfers-in to the Non-Operating Fund (19).

6. If cash balances in each operating fund are not transferred to the Non-Operating Fund (19) as of June 30, 2016, then each operating fund (except Fund 15 and/or 50) would need to reflect a "Payable to Other Funds" (liability) in the amount of the fund balance. Record a "Receivable from Other Funds" (asset) in Fund 19 for the cumulative amount of all the "Payable to Other Funds" recorded in the operating funds.

7. For FY2016-17 prepare budgets for the Non-Operating Fund (19) and Debt Service Fund 50 (if applicable). The Non-Operating Fund (19) budget may be used to budget for such items as tuition obligations to other districts, transportation of resident pupils, maintenance of district-owned property, and any other non-operating school function considered necessary by the trustees or required by law.

More information on transferring balances for a non-operating district can be found in the School Accounting Manual, Section 5-0520.20.

Complete the TFS as usual, including the Project Reporter Code Report, Balance Sheets for funds 15, 19, 50 including the Schedule of Changes in Fixed Assets, Schedule of Changes in Long-Term Liabilities, and the Schedule of Revenues, Expenditures, and Changes in Fund Balance for all funds (01, 10, 13, etc.) including Fund 19 (report the balance transferred using the accounts described above), and the Detail Expenditures Report.

### **Second and Third Year of Non-Operating Status:**

If the school district becomes operating in the second or third year, contact Nica Merala, (406) 444-4401, at the OPI for specific instructions. Otherwise complete the Project Reporter Code Report, Balance Sheets for funds 15, 19, 50 including the Schedule of Changes in Fixed Assets, Schedule of Changes in Long-Term Liabilities, and the Schedule of Revenues, Expenditures, and Changes in Fund Balance for funds 15, 19, and 50 and the Detail Expenditures Report. Budgets are required in the second and third year for non-operating districts.

**Where to Send Completed Forms:** Send completed forms **to the County Superintendent by August 15.** (20-3-209, MCA)

**Trustees Changes or Revisions: Administrative Rule 10.10.504** provides:

(5) Revisions to the annual TFS report made by the district or cooperative after December 10 of the ensuing fiscal year will not be considered in calculating amounts used for special education reversion or for Federal Maintenance of Effort (MOE) requirements.

(6) Material revisions to the annual TFS submitted by December 10 shall be accepted, but are limited to the following types of adjustments:

(a) Coding revisions between revenue or expenditure line items, provided no change occurs in the fund balance of budgeted funds;

**OR**

(b) Revisions in balance sheet accounts, provided no change occurs in the fund balance of budgeted funds.

(7) Changes that affect fund balance in a budgeted fund or immaterial line item coding changes must be reported as prior period adjustments in the TFS for the current year. The district may need to adopt a budget amendment in the current year to record the prior period adjustment within the budget of a fund.

(8) Revisions to the annual TFS submitted by December 10 will be filed for informational purposes by the OPI.

Requests for changes must include the following: a signed and dated photocopy of original TFS with amounts to be revised crossed out and the correct amount written above it. Each page must be signed and dated by the requestor.

When sending balance sheet account revisions please send any expenditure and revenue line item changes that correlate with such changes.

**Send Changes to:**  
**Office of Public Instruction**  
**Attn: Steve Hamel, School Finance Specialist**  
**PO Box 202501**  
**Helena, MT 59620-2501**  
**(406) 444-0509 Fax**

**After changes have been sent to the OPI:**

1. Check to assure that changes have been made and that they are correct.
2. Send copies of changes to the county superintendent

### Suggested Procedures for Completing the Trustees' Financial Summary

- 1) Read the instructions thoroughly \_\_\_\_\_
- 2) Reconcile year-end cash balances with the County Treasurer, Investment Accounts, and the Student Extracurricular Activities Fund (84) checking account. Refer to section 7-0200 of School Accounting Manual (SAM). \_\_\_\_\_
- 3) Gather necessary items to complete the report:
  - a) Last year's Trustees' Financial Summary \_\_\_\_\_
  - b) County Treasurer, Investment Account and Student Activity Reconcilements \_\_\_\_\_
  - c) Budgeted "Revenues and Expenditures to Actual" report as of June 30 \_\_\_\_\_
  - d) This year's Trustees' Financial Summary MAEFAIRS blank form \_\_\_\_\_
- 4) Complete year-end adjusting and closing entries:
  - a) Review the list of accruals from section 5-1600 of SAM \_\_\_\_\_
  - b) Complete the checklist from section 7-0300 of SAM \_\_\_\_\_
  - c) Follow the cash-to-accrual procedures from section 7-0400 and 7-0500 of SAM \_\_\_\_\_
  - d) Complete optional work sheets found in the School Accounting Manual:
    - i) Fixed Asset Ledger Form 6-0100 of SAM \_\_\_\_\_
    - ii) Changes in Fixed Assets 5-1210.40 of SAM \_\_\_\_\_
    - iii) Compensated Absences Liability 6-0200 of SAM \_\_\_\_\_
    - iv) Changes in General Long-Term Debt 5-1310.25 of SAM \_\_\_\_\_
    - v) Federal and State Grants 9-0400 of SAM \_\_\_\_\_
    - vi) Preliminary Budget/Trustees Worksheet is located at: [www.opi.mt.gov](http://www.opi.mt.gov) \_\_\_\_\_

*NOTE: Preliminary Budget/Trustees Worksheet can also be used for original Budget, Budget Transfers, and Final Adopted Budget for GASB 34.*

    - viii) List of Year End Encumbrances and Accruals [www.opi.mt.gov](http://www.opi.mt.gov) \_\_\_\_\_
    - ix) Budget to Actual Worksheet (MAEFAIRS TFS Reports, Exp Compared to Budget) \_\_\_\_\_
- 5) Report the current year's information in MAEFAIRS:
  - a) Review & verify the OPI Pre-filled Data Verification checklist (TFS Step 1) \_\_\_\_\_
  - b) Check Budget Amendments and Transfers for accuracy (TFS Step 2) \_\_\_\_\_
  - c) Complete software information (TFS Step 3) \_\_\_\_\_
  - d) Complete the Project Reporter Code List (TFS Step 4) \_\_\_\_\_
  - e) On the Balance Sheet, Line 01-Cash and Investments (101-119) Less Warrants Payable (620), list this year's ending cash balance for June 30 from the County Treasurer, Investment Accounts and Student Extracurricular Activities Fund (84) checking account reconcilements for appropriate funds. On the Balance Sheet, report all other assets and liabilities as appropriate (TFS Step 5) \_\_\_\_\_
  - f) Report revenue and expenditure line items on a 'rolled up' basis. \_\_\_\_\_
  - g) Line 52-Total Fund Balance/Equity on the Balance Sheet must equal Ending Fund Balance-Line 5 on the Schedule of Revenues, Expenditures and Changes in Fund Balance. If the Balance Sheet is correct, adjust revenues or expenditures. \_\_\_\_\_
  - h) Complete the Expenditure Detail Report (TFS Step 8) \_\_\_\_\_
  - i) Report Fixed Asset information (TFS Step 9) \_\_\_\_\_
  - j) Report Long-Term Liabilities (TFS Step 10) \_\_\_\_\_
  - k) Check the Special Education Reversion Worksheet for accuracy (TFS Step 11) \_\_\_\_\_
  - l) Run Validations. Corrective actions must be resolved. Try to eliminate Warnings also. \_\_\_\_\_
  - m) Send the report to the County Superintendent by August 15. Retain a copy for the district. \_\_\_\_\_

## BALANCE SHEET

### **BALANCE SHEET LINE BALANCES:**

For each line on the Balance Sheet, combine the balances of the appropriate accounts as listed in the instruction detail. For example, in Line 06-Other Current Assets (190-210), enter the sum of the balances recorded in balance sheet accounts numbered 190 through 210 for each fund. Districts using a manual columnar accounting system should enter balances shown in column (d) of the 'Cash to Accrual Worksheet - Columnar Accounting Systems Section 7-500 in the SAM.'

### **ASSETS AND OTHER DEBITS:**

#### **Line 01. Cash and Investments (101-119) Less Warrants Payable (620):**

Enter cash and investments for each fund held by the County Treasurer or by the district on June 30. Include cash held in separate bank accounts, investment accounts, and petty cash accounts. Include Interest Receivable on Investments on this line. If the district does not use a payroll and claims clearing fund, subtract the June 30 balance of Warrants Payable (620) in that fund from the sum of accounts 101 through 119 and enter that total. If the district uses a payroll and/or claims clearing fund, warrants payable are recorded only in those clearing funds, so the district will not have a Warrants Payable (620) balance to subtract from Cash and Investments on this line.

GASB 31 - If the county treasurer reports a gain or loss on investments on June 30th, increase or decrease Line 01-Cash and Investments (101-119) as necessary. Show the gain or loss in revenue source 1530 Net Increase (Decrease) in the Fair Value of Investments. If the gain or loss is material (more than 5% of a fund's total assets before gain/loss), contact Steve Hamel, School Finance Specialist at (406) 444-0783.

In the Payroll Fund (86) and Claims Fund (87) ONLY, include the balance of accounts 101 through 119 in Line 01-Cash and Investments (101-119). Enter the balance of Warrants Payable (620) on Line 23-Warrants Payable (620).

### **NOTE: REPORTING TAXES RECEIVABLE**

**Taxes Receivable by fund must be entered if amounts are material to the fund. Taxes receivable as of June 30 are required to be reported on the County Treasurer's June report to each district. Notify the OPI School Accounting staff if the taxes receivable numbers are not reported by the county treasurer. Taxes receivable, if material, should be entered on Line 02-Taxes Receivable-Real and Personal (120-149) and Line 03-Taxes Receivable-Contested (150-159). The total of lines 02 and 03 should also be reported in the total of Line 36-Deferred Inflows (680). See Section 5-0220 in the SAM for further information. There may be other items included in Line 36-Deferred Inflows (680).**

**Line 02. Taxes Receivable-Real and Personal (120-149):**

Enter the real and personal property taxes receivable for each fund as of June 30, as reported to the district by the County Treasurer. See section 5-0220 RECORDING TAX REVENUES and account definitions on section 3-0400 of the SAM. Include the amount from Line 02-Taxes Receivable-Real and Personal (120-149) in the total on Line 36-Deferred Inflows.

If the district recorded allowances for uncollectible taxes, SUBTRACT the balances in accounts 129 Allowance for Uncollectible Taxes-Real Property, 139 Allowance for Uncollectible Taxes-Personal Property, and 149 Allowance for Uncollectible Taxes-Other, from the total of taxes receivable accounts and enter the NET amount on Line 02-Taxes Receivable-Real and Personal (120-149) and on Line 36-Deferred Inflows (680).

**Line 03. Taxes Receivable-Contested (150-159):**

Enter the amount of **contested taxes receivable** for each fund outstanding as of June 30 as reported to the district by the County Treasurer. See section 5-0200 Revenues and Receivables and account definitions in section 3-0400 Balance Sheet Account Definitions in the SAM. Include the amount in Line 03-Taxes Receivable-Contested (150-159) in the total on Line 25-Deferred Inflows (680).

If the district recorded allowances for uncollectible contested taxes, SUBTRACT the balance in Allowance for Uncollectible Taxes - Contested Taxes (159) from the total of taxes receivable accounts and enter the NET amount on Line 03-Taxes Receivable-Contested (150-159).

**Line 04. Receivables from Other Funds (160-179):**

(RARE) Enter the balances of general ledger accounts-Interfund Loan Receivable from Other Funds (160) and Due from Other Funds (170). Remember that the total of amounts included on Line 04-Receivables from Other Funds (160-179) for all funds combined must equal the total of amounts of Line 21-Payables to Other Funds (601-606) for all funds combined. Receivables from other School Districts (such as between a high school and elementary) are included on Line 05-Due from other Governments (180).

**The use of Interfund Loans Receivable From Other Funds (160) and Due From Other Funds (170) is limited.** Interfund Loans Receivable from Other Funds (160) is generally used only to record a loan from one fund to a budgeted fund to cover a deficit cash balance as of June 30. Due from other Funds (170) is used to record the amount receivable on June 30 for goods and services provided by one fund, usually a proprietary fund, to another fund of the same district. See account definitions in section 3-0400 and section 5-0520.50 Interfund Loans in the SAM.

**Line 05. Due from Other Governments (180):**

Enter the balance of account (180). Receivables from Other School Districts are included on this line. Common items entered here are:

General Fund (01) --Tuition due to the district but not received by June 30; joint district collections of another county which were not received into the district's funds by June 30.

School Food Services Fund (12) -- Federal reimbursements not received by June 30 for claims through the month of June; State match for the year to be received in July or August.

Miscellaneous Programs Fund (15) -- Federal and state grant reimbursements not yet received for expenditures made by June 30.

Traffic Ed Fund (18) -- Reimbursement to be received in August for Drivers' Education program.

Amounts reported on Line 05-Due From Other Governments (180) should be included in the line items revenue amounts on the Schedule of Revenues, Expenditures and Changes in Fund Balance. For example, a school food fund receivable on Line 05-Due From Other Governments (180) should also be recorded as revenue source 4550. See section 5-0240.30 Reimbursement-Type Grants and 5-0250.00 Revenues from other Districts/State and County Governments in the SAM.

**Line 06. Other Current Assets (190-210):**

Enter the sum of the balances of Accounts Receivable (190) through Bond Proceeds Receivable (210) on this line.

**RARE:** If the district recorded an allowance for uncollectible accounts receivable, SUBTRACT the balance of-Allowance for Uncollectible Accounts Receivable (199) from the total of accounts 190 through 210, and report the NET amount on Line 06-Other Current Assets (190-210). See account definitions in section 3-0400 of the SAM.

**Line 07. Inventories (220 and 230):**

Enter the value of supplies on hand on June 30, if the amount is material to the fund. Include both Inventories for Consumption (220) and Inventories for Resale (230). See section 5-0600 supplies in the SAM. If the district uses the Purchases Method, MAEFAIRS will pre-fill Line 36-Reserve for Inventories (951). If the district uses the **Consumption Method** check the box on the MAEFAIRS balance sheet to turn off the automatic pre-fill of the Reserve for Inventories.



**Line 08. Prepaid Expenses (240):**

Enter the balance of Prepaid Expenses (240). See Section 5-0700 Prepaid Expenses in the SAM. If no material pre-payments of items such as insurance or rent were paid as of June 30, leave the line blank. Remember that payments included in Prepaid Expenses (240) should not be included as expenditures charged this year on the Schedule of Revenues, Expenditures and Changes in Fund Balance.

**Line 09. Deposits (250):**

**RARE:** Enter the balance of Deposits (250). See the account definition in Section 3-0400 of the SAM.

**Line 10. Land and Land Improvements (311- 322):**

Enter the total of the Land (311) and Land Improvements (321).

**Line 11. Buildings and Building Improvements (331 and 332):**

Enter the balance of Buildings (331) and Building Improvements (332).

**Line 12. Machinery and Equipment (341 and 342):**

Enter the balance of Machinery and Equipment (341).

If the district records depreciation of machinery and equipment (**RARE:** proprietary funds 70-79 and fiduciary funds only), SUBTRACT the balance of Allowance for Depreciation of Machinery and Equipment (342), and enter the NET amount. See the account definitions in section 3-0400 Balance Sheet Account Definitions of the SAM.

**Line 13. Construction Work in Progress (351):**

Enter the balance of Construction Work in Progress (351). A district would have a balance in account 351 ONLY IF a construction project is in progress on June 30. See section 5-1400 Construction Work in Progress in the SAM.

**NOTE: Reporting fixed assets—Line 10 through 13 are reported in proprietary and fiduciary funds only! See Section 5-1200—Fixed Assets in the SAM.**

**NOTE: School districts having a yellow book or A-133 audit are required to report fixed assets on the Schedule of Changes in Fixed Assets (SCFA). See Section 5-1210.40 Schedule of Changes in Fixed Assets in the SAM.**

**Line 20. Total Assets and Other Debits:**

Enter the total of Line 1 through Line 19 on Line 20-Total Assets and Other Debits.

## DEFERRED OUTFLOWS SECTION

### Line 21. Deferred Outflows:

- Resources **ADVANCED** to another government in relation to a government-mandated non-exchange transaction when **time requirements** are the only eligibility requirements that have not been met by the other government.
- Deferred debit amounts resulting from the refunding of debt.
- The purchase of future revenues within the same financial reporting entity.
- Loss from sale-Leaseback

## LIABILITIES SECTION

### Line 22. Payable to Other Funds (601- 610):

**RARE:** Enter the sum of Interfund/Loan Payable to Other Funds (601) and Due To Other Funds (606). See section 5-0520.50 Interfund Loans and account definitions in section 3-0400 in the SAM. Remember, the total of amounts on Line 04-Receivables from Other Funds (160-179) for all funds combined must equal the total of amounts on Line 22-Payable to Other Funds (601-606) for all funds combined. Payable to Other School Districts is listed on Line 23-Due to Other Governments (611).

Interfund/Loan Payable to Other Funds (601) and Due To Other Funds (606) **are used on a limited and optional basis.** Interfund/Loan Payable to Other Funds (601) is usually used only to record error corrections between funds. Due To Other Funds (606) is used only for the amount owed for goods and services provided to the fund by another fund of the district.

### Line 23. Due to Other Governments (611):

Common items included here are:

General Fund (01) -- Refunds of state or Federal money owed to another district, OPI or other state agency, or a Federal agency, on June 30.

Tuition Fund (13) -- Tuition which should have been paid to another district by June 30, but was not.

Miscellaneous Programs Fund (15) -- Refunds of state or federal money owed to another district, the OPI or other state agency, or a federal agency, on June 30. Include unspent grant money that must be returned to the grantor, amounts owed to a grantor because of a disallowed expenditure, etc. See account definition in section 3-0400 of the SAM. Include all payables due to other school districts or cooperatives on this line.

**Line 24. Warrants Payable (620):**

Enter the balance of Warrants Payable (620) **only in the Payroll Fund (86) and Claims Fund (87)**. If a district or cooperative does not use a payroll or claims clearing fund, Warrants Payable (620) for the fund are subtracted from Cash and Investments (101-119), so do not enter Warrants Payable (620) on Line 24. See the account definition in section 3-0400 of the SAM.

**Line 25. Other Current Liabilities (621- 679):**

Enter the total of current liability accounts numbered 621 through 679. Common liabilities included here are accrued salaries and benefits, accrued Workers' Compensation and payroll taxes, accrued costs of goods and services received but not paid for by June 30.

Amounts included in Other Current Liabilities (621-679) should also be included in the line item expenditures of the Schedule of Revenues, Expenditures and Changes in Fund Balance for the fund. A year-end list of accruals must be maintained for audit. See account definitions in section 3-0400 of the SAM.

**Line 27. Other Liabilities (690- 699):**

(RARE) Enter the sum of Deposits Payable (690) and Due to Fiscal Agent (695). See account definitions in section 3-0400 of the SAM.

**NOTE: REPORTING LONG-TERM DEBTS: Reporting long-term liabilities is required. School districts having a yellow book or A-133 audit are required to report long-term liabilities on the Schedule of Changes in Long-Term Liabilities (SCLTL). See Section 5-1310.25 Schedule of Changes in Long- Term Liabilities in the SAM. If long-term debts were recorded in proprietary funds 70-79, enter the amounts of long-term debt in the appropriate proprietary fund column(s).**

**Line 29. Notes Payable-Noncurrent (720):**

Enter the balance of Notes Payable-Noncurrent (720). This line is for outstanding loan principal as of June 30. See section 5-1340 Notes/Long-Term Loans and account definitions in section 3-0400 of the SAM.

**Line 30. Lease Obligations Payable (730):**

Enter the balance of Lease Obligations-Noncurrent (730). This account includes lease-purchase obligations lasting more than one year. It does not include rental-type leases. See section 5-1330 Leases and account definitions in section 3-0400 of the SAM.

**Line 31. Contracts and Judgments Payable (740-750):**

(RARE) Enter the sum of the balances of Contracts Payable (740) and Judgments Payable (750). See section 5-1360 Claims and Judgments Payable and account definitions in section 3-0400 of the SAM.

**Line 32. Compensated Absences Payable (760):**

Enter the balance of Compensated Absences Payable (760) This line is for the total of sick leave and vacation leave liability plus any other related liabilities (i.e., TRS, PERS, FICA, Workers' Comp., Unemployment Comp.) for all district employees who are entitled to payouts upon termination. See Sections 5-1350 and 6-0200 in the SAM for further information.

**RARE:** If proprietary funds (70-79) are used, any compensated absences liability/and or Net Pension Liability for employees paid from those funds should be reported in the appropriate proprietary funds column. See section 5-1350 Compensated Absences in the SAM for further information.

**NOTE: This amount is not necessarily the same as the accumulated total in the Compensated Absences Fund,** which is limited by law to 30% of the sick leave payout liability (25%) and vacation leave payout liability (100%) for NON-TEACHING AND ADMINISTRATIVE personnel of the preceding school fiscal year. Line 31-Compensated Absences Payable (760) should include the FULL liability for ANY employees entitled to future payouts as of June 30. See Sections 5-1350 and 6-0200 in the SAM for further information.

**Line 33. Net Pension Liabilities (770).**

Used only in Proprietary Funds, record the portion of the District's Net Pension Liability (probably only PERS) for employees paid from those funds. If this line is used, a corresponding expenditure entry must be made in the Schedule of Changes section of the TFS, even if an actual expenditure was not made.

**Line 35. Total Liabilities:**

Enter the sum of Line 21 through Line 34 on Line 35-Total Liabilities.

**DEFERRED INFLOWS SECTION****Line 36. Deferred Inflows (680):**

Enter the balance of Deferred Inflows (680). See section 5-0200 Revenues and Receivables in the SAM.

Common Deferred Inflows included here are:

General Fund (01) -- Taxes Receivable; Special Education Allowable Costs Reversion.

Transportation (10), Bus Depreciation (11), Adult Ed (17), Non-Operating (19), Debt Service (50), Building Reserve (61) -- Taxes Receivable.

Miscellaneous Programs Fund (15) -- unspent grant receipts at June 30 which were previously recorded as revenue when received must be removed from current revenue and recorded as Deferred Inflows, which will be spent in the next fiscal year.

## FUND BALANCE/EQUITY SECTION

### **Line 37. Reserve for Inventories (951):**

If using the Purchases Method of accounting for inventories the amount of Reserve for Inventories (951) will automatically pre-fill from line 07-Inventories (220-230). Check to assure that these two lines have the same amount. This account is not used if the Consumption Method of accounting for inventories is used.

### **Line 38. Reserve for Encumbrances (953):**

Enter the amount of Reserve for Encumbrances (953). The amount must be the total of all encumbrances for the fund. This amount must equal the year-end list of encumbrances retained for audit. Remember the encumbrances must also be included in the line item expenditures of the Schedule of Revenues, Expenditures and Changes in Fund Balance for the fund. See Section 5-0400 in the SAM for further information.

### **Line 38. Reserve for Endowments (954):**

Enter the amount of Reserve for Endowments (954) for the Endowments Fund (81) only.

### **Line 41. Unrestricted Net Assets (940):**

Subtract Line 35-Total Liabilities and total of reserves [Line 37-Reserve for Inventories (951), Line 38-Reserve for Encumbrances (953), Line 39-Reserve for Endowments (954), Line 50-Invested in Capital Assets, and Line 51-Restricted Net Assets (930)] from Line 20-Total Assets and Other Debits. When using MAEFAIRS, the amount for Line 41 should automatically calculate. This line should be greater than or equal to zero. If zero or negative, the district must explain to the auditor how this deficit will be eliminated.

### **Line 45. Assets Held In Trust (980):**

Subtract Line 35-Total Liabilities and total of reserves [Line 37-Reserve for Inventories (951), Line 38-Reserve for Encumbrances (953) and Line 39-Reserve for Endowments (954)] from Line 20-Total Assets and Other Debits. When using MAEFAIRS, the amount for Line 45 should automatically calculate. This line should be greater than or equal to zero. If zero or negative, the district must explain to the auditor how this deficit will be eliminated. This amount must equal the amount reported as fund balance for budget, TFS line 48 on the ensuing year's budget form.

### **Line 48. Fund Balance for Budget (961- 970):**

Subtract Line 35-Total Liabilities and total of reserves [Line 37-Reserve for Inventories (951), Line 38-Reserve for Encumbrances (953) and Line 39-Reserve for Endowments (954)] from Line 20-Total Assets and Other Debits. When using MAEFAIRS, the amount on Line 48 - Fund Balance for Budget (961-970) should automatically calculate. This line should be greater than or equal to zero. If zero or negative, the district must explain to the auditor how this deficit will be eliminated. This amount must equal the amount reported as fund balance for budget, TFS line 48 on the ensuing year's budget form.

**Line 50. Invested in Capital Assets, Net of Related Debt:**

(RARE) Line 50-Invested in Capital Assets, Net of Related Debt, (921) applies to proprietary funds (70-79). Enter the balance of Invested in Capital Assets, Net of Related Debt (921) **only** in proprietary type funds (70-79). See account definition in section 3-0400 of the SAM.

**Line 52. Total Fund Balance/Equity:**

Enter the total of Lines 37 through 51 on Line 52-Total Fund Balance/Equity. Line 52-Total Fund Balance/Equity on the Balance Sheet must equal the ending fund balance on the Schedule of Revenue, Expenditures and Changes in Fund Balance.

**Line 53. Total Fund Balance/Liability:**

Enter the total of Line 35-Total Liabilities and Line 52-Total Fund Balance/Equity on Line 53-Total Fund Balance/Liability. Line 53-Total Fund Balance/Liability should equal Line 20-Total Assets and Other Debits.

**SCHEDULE OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE****REVENUES AND OTHER FINANCING SOURCES****Preliminary Budget / TFS Work Sheet:**

These worksheets are optional and may be used to roll up expenditures. These worksheets may be found on the OPI web page at:

<http://opi.mt.gov/pub/index.php?dir=School%20Finance/PreliminaryBudgetDataSheets/>

For revenue and expenditure account definitions, see section 3-0500 and 3-0600, Chart of Accounts in the SAM.

**Additional Revenues and Expenditures:** If a fund's revenues or expenditures do not fit the codes provided, use the blank lines at the end of the each fund's Schedule of Revenue, Expenditures and Changes in Fund Balance to report those revenues or expenditures.

**Revenue Accounts (1000- 4999):** Considered **Current Revenues** as reported on this schedule.

**GASB 31** - If the county treasurer reports a gain or loss on investments on June 30th, show the gain or loss in revenue source 1530 Net Increase (Decrease) in Fair Value of Investments. If the gain or loss is material (more than 5% of total assets before gain/loss), contact Steve Hamel at 444-0783.

**TIF Revenues (1291 and/or 1292)**

Any TIF revenues that must be used to lower property taxes must have been deposited into a fund that had a levy during FY15 and will also have a levy in FY16.

If your district received TIF revenue call OPI for instructions.

**Revenue Accounts (5000- 9710):** are considered **Other Financing Sources, Prior Period Revenue Adjustments, and Residual Equity Transfers In.**

Revenue accounts are listed by two-digit fund number and four-digit source code. Enter actual revenues, including cash revenues and revenue accruals. Do not include revenue accrued last year. Project reporter codes are used in the Miscellaneous Programs Fund (15), in budgeted funds to report Budget Amendment and Cash and/or Budget Transfers between funds, and may be used in the Endowment Fund (81).

The total of revenue accounts 1000 - 9710 is calculated at the end of the revenue section for each fund.

**Federal or State Grant Funds Received from Coops:**

**Revenue Code 5700- Resource Transfers from Other School Districts or**

**Cooperatives** is used when a school district receives lump sum federal or state grant money through a coop rather than receiving the money directly from a state or federal agency. Use expenditure program in the 300 or 400 series for this type of revenue.

**Special Education Non Federal Resources Transferred From Other School Districts or Coops:**

Revenue Code 5710-Special Education Resources Transferred From Other School Districts or Cooperatives is used when a school district receives lump sum payment from another school district or coop for the provision of special education services. Use expenditure program 280 for this type of revenue.

Refer to the account definition in section 3-0500 of the SAM.

Revenues must be reported using a fund number and a four-digit revenue source code (example, 01-2110). **DO NOT ROLL- UP REVENUES.**

**EXPENDITURES AND OTHER FINANCING USES**

**Expenditure object accounts (100- 889):** are considered **Current Expenditures** as reported on this schedule.

**Expenditure object accounts (892- 972):** are considered **Other Financing Uses, Prior Period Expenditure Adjustments and Residual Equity Transfers Out** and are included on the Schedule of Revenues, Expenditures and Changes in Fund Balance, following current expenditures.

Expenditure accounts are listed by fund, program, function, expenditure object, and project reporter code (where appropriate). Report actual expenditures, including cash expenditures (mandatory), accrued expenditures (mandatory), and encumbrances (optional). On the form, account numbers that contain 'X' indicate the balances should be combined ('rolled up') into one balance at the level of detail indicated by the number to the left of the 'X.' The 'X' stands for the numbers zero through 9. Refer to the School Accounting Manual for a valid expenditure account list.

Example:

**\_01 1XX 1XXX 1XX Personal Services-Salaries** means:

\_01 General Fund

1XX Programs 100 through 199 Regular Education Programs

1XXX Functions 1000 through 1999 Instruction

1XX Expenditure Objects 100-199 Personal Services – Salaries

The sum of expenditures charged to accounts \_01-100-1000-100 through \_01-199-1999-199 should be reported as one amount on the 01 1XX 1XXX 1XX expenditure line provided on the schedule.

Any additional expenditures reported, **must** be rolled up the same way -- by fund, program, function, and expenditure object USING THE FOLLOWING INSTRUCTIONS.

#### **"ROLL-UP" INSTRUCTIONS:**

MAEFAIRS will not allow the use of incorrect combinations of coding in each fund. If a coding combination is not accepted in MAEFAIRS, recode to an acceptable coding combination.

**Fund Code:** Select fund codes using two digits (i.e., 01, 10, 11 . . .)

**Program Code:** Select program codes using three digits (Examples: 100 -160 must be rolled up to 1XX and 210 - 270 would be rolled-up to 2XX).

**Function Code:** The ONLY function codes shown on the Schedule of Revenue, Expenditures and Changes in Fund Balance should be: 1XXX, 21XX, 221X, 222X, 23XX, 24XX, 25XX, 26XX, 27XX, 28XX, 31XX, 32XX, 33XX, 34XX, 35XX, 4XXX, 5XXX, 61XX, 62XX, 63XX, 9999, XXXX.

**Expenditure Object Code:** Report most expenditure object codes rolled up to the first digit (e.g., 513 and 518 must be reported together using 5XX.) **The 800 and 900 object levels can NOT be rolled up and must be shown as 810- 999.**

**Exceptions:** Student Extracurricular Activities Fund (84) revenue is shown as \_84-1XXX and Student Extracurricular Activities Fund (84) expenditure is shown as \_84-7XX-3XXX-XXX. Retirement Fund (14) expenditure is shown as \_14-999-9999-2XX when reported using the undistributed method only.



## PROJECT REPORTER CODES

**PROJECT REPORTER (PRC):** Enter a unique, three-digit project reporter code. (i.e. 001) Do NOT use 000 or 900-999.

**Title:** Select a project name from the dropdown list OR enter the grant or project name. (i.e., IDEA-B). Selecting from the dropdown list will pre-fill the Title, CFDA Number and Type, if applicable.

**Type:** Select Federal, State or Local from the dropdown list.

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Projects from the 'Prior Year' are automatically selected to use again this year.

**Project Number:** Enter the complete grant or project number, as assigned by the OPI or the grantor. (e.g., 5609657701)

### **CFDA Number (Catalog of Federal Domestic Assistance Number): Federal Grants Only**

Obtain the CFDA Number from the OPI web page:

<http://opi.mt.gov/pdf/FEDPrgrms/gh/appendices/AppendixHListofCFDA.pdf>

State and Local projects will NOT have a CFDA Number

**Grants:** The district must assign a unique three-digit project reporter code to the revenue and expenditure accounts used for each local, state and federal grant. Do not use numbers 900 - 999, which are reserved for the OPI's use and assignment. Generally, grants are expenditure-driven. Total revenues should equal total expenditures for each grant. Refer to section 5-0200 of the SAM.

**Budget Amendments:** The OPI assigns a project reporter code to each general fund budget amendment (910-919) to be used to report budget amendment expenditures. List the budget amendment line item expenditures separately from other line item expenditures using the assigned project reporter code to distinguish them. It is necessary to identify budget amendment expenditures using the assigned project reporter code to ensure budget amendment expenditures are properly reported. If the assigned project reporter code is not used to identify the budget amendment expenditures, it will appear as though the budget amendment was not spent. Refer to section 3- 0500 and 3-0600 Project Reporter Codes in the SAM. If you have any questions, contact Nica Meralo at 444-4401 or email [nmerala@mt.gov](mailto:nmerala@mt.gov).

**Cash and/or Budget Transfers:** The OPI assigns a project reporter code to each cash or cash and budget transfer (950 - 959) and creates a 9710 revenue code in the fund where the cash (if a cash or cash and budget transfer) was transferred to. An expenditure record is created in the fund from where the cash is transferred using the 999-9999-971 expenditure code. If you have any questions, contact Nicole Thuotte at 444-4524 or email [nthuotte@mt.gov](mailto:nthuotte@mt.gov).

## EMPLOYEE BENEFITS

### Health Insurance Benefits:

DISTRIBUTE and report health insurance benefits to all appropriate funds in all appropriate expenditure programs and functions. DO NOT REPORT HEALTH INSURANCE BENEFITS USING THE UNDISTRIBUTED METHOD.

(The Undistributed Method will not work if any 2XX line items have been entered manually. All 1XX salaries must first be entered then the undistributed method must be run for Worker's Compensation. If you do not do these as your first actions, the distribution will be incorrect)

**Workers' Compensation / Payroll Tax Benefits:** Report workers' compensation/payroll benefits in all appropriate funds using ONLY one of the following options. IF WORKERS' COMPENSATION BENEFITS WERE PARTIALLY ALLOCATED TO FUNCTIONS THIS YEAR AND PARTIALLY NOT ALLOCATED, USE OPTION A.

#### **Option A: Distributed (Preferred Method)**

Add expenditures for health insurance, workers' compensation, and other payroll benefits together for each program and function level (e.g., 1XXX, 21XX, etc.) using object 2XX (Personal Services - Benefits), in the General Fund (01) Schedule of Revenues, Expenditures and Changes in Fund Balance.

#### **Option B: Undistributed**

After entering all salary line items for a fund, enter the combined total of Workers' Compensation expenditures for all functions on the line, '\_01 999 9999 2XX-UNDISTRIBUTED EMPLOYEE BENEFITS' in the General Fund (01) Schedule of Revenues, Expenditures and Changes in Fund Balance. Do not use more than one account.

### Retirement Fund (14):

REPORT USING ONLY ONE OF THE OPTIONS BELOW. IF RETIREMENT BENEFITS WERE PARTIALLY ALLOCATED TO FUNCTIONS THIS YEAR AND PARTIALLY NOT ALLOCATED, USE OPTION A.

#### **Option A: Distributed (Preferred Method)**

Enter the retirement benefit expenditures for each program and function level. There should be more than two accounts under Option A (i.e., 1XXX, 21XX, 26XX, etc.).

#### **Option B: Undistributed**

Enter the combined total of retirement benefit expenditures for all functions (except resource transfers) using one or both of the following expenditure accounts as necessary:

\_14 999 9999 2XX Employee Benefits

## \_14 280 6200 920 Resource Transfers

Do not use any expenditure accounts other than the two listed above.

For the purposes of determining Federal Maintenance of Effort (MOE), indirect cost rates, and school statistics, MAEFAIRS will prorate undistributed employee benefits to the corresponding program and function based on the salary amount reported in each program and function for that fund.

Undistributed retirement benefits will be distributed based on total salaries reported in each program, function, and project reporter code for all funds of the district.

### **Q: What if I did not have all of my salaries entered before entering 999-9999-2XX amount?**

A: Enter a zero in the 999-9999-2XX account and distribute again. This will change all the amounts back to zero. Next double check to make sure all the salaries have been entered, add back health insurance expenditures by function, and then redistribute the worker's compensation or retirement benefits.

### **Miscellaneous Programs Fund (15):**

Generally, grants are expenditure driven. Total revenues of each grant should equal total expenditures. Refer to section 5-0200 of the SAM.

Use appropriate project reporter codes for each revenue and expenditure item to identify the grant they represent. On the last page of the Miscellaneous Programs Fund (15), enter the **Total Current Revenues, Other Financing Sources and Residual Equity Transfers In and the Total Current Expenditures, Other Financing Uses and Residual Equity Transfers Out for all project reporter codes** (calculated for MAEFAIRS users).

### **Agency Funds:**

**DO NOT INCLUDE** Miscellaneous Agency Funds A-E (90 through 94). Agency funds do not have expenditures and revenues when reported in accordance with GAAP.

Revenue and expenditures may be used in Agency Funds for management purposes but are not reported on the TFS.

## **DETAIL EXPENDITURE REPORT**

This is a **required supplemental report** of specific expenditures. These expenditures cannot be calculated from information provided in the Schedule of Revenues, Expenditures and Changes in Fund Balance as they are 'Rolled Up'. This specific information is needed by the OPI for federal reporting purposes. Report expenditures, including cash expenditures and expenditure accruals plus encumbrances (optional) for all funds, for the specific expenditure line items listed below. **The amounts to report for this form are included in the totals reported on the Schedule of Revenues, Expenditures and Changes in Fund Balance.**

Detail Expenditures/All Funds (Add together the amount for each code listed below from ALL FUNDS and enter in the Detail Expenditure screen.)

<b><u>Account</u></b>	<b><u>Description</u></b>
XXX 26XX 41X	Energy Utility Services
XXX 4XXX 710	Land
XXX 4XXX 715	Land Improvements
XXX 4XXX 720	Purchase of Existing Buildings
XXX 4XXX 725	Major Construction Services
XXX 4XXX 73X	Major Equipment -- New
XXX 4XXX 74X	Major Equipment – Replacement
XXX XXXX 561	Tuition to Other School Districts Within the State
XXX XXXX 562	Tuition to Other School Districts Outside the State
XXX XXXX 563	Education Fees to Detention Facilities

**Report teacher salaries (not substitutes or aides) for the following areas and expenditures for textbooks and periodicals:**

1. Query instructional salaries from any fund = XX-XXX-1XXX-112  
(do not include teacher aides or substitutes);
2. Deduct the specific salary by program shown below;
3. Report the remaining amount under XX-XXX-1XXX-112

Use the following formula/calculating matrix for determining your **net** Certified Teacher Staff Salaries

XX	XXX	1XXX	112 Certified Teacher Staff Salaries- All	_____
XX	210	1XXX	112 Certified Teacher Staff Salaries	(_____)
XX	260	1XXX	112 Certified Teacher Staff Salaries	(_____)
XX	280	1XXX	112 Certified Teacher Staff Salaries	(_____)
XX	39X	1XXX	112 Certified Teacher Staff Salaries	(_____)
XX	427	1XXX	112 Certified Teacher Staff Salaries	(_____)
XX	432	1XXX	112 Certified Teacher Staff Salaries	(_____)
XX	451	1XXX	112 Certified Teacher Staff Salaries	(_____)
XX	452	1XXX	112 Certified Teacher Staff Salaries	(_____)
XX	456	1XXX	112 Certified Teacher Staff Salaries	(_____)
XX	457	1XXX	112 Certified Teacher Staff Salaries	(_____)
XX	458	1XXX	112 Certified Teacher Staff Salaries	(_____)
XX	XXX	1XXX	112 Certified Teacher Staff Salaries- Net =	_____

**1. Regular, Title I, and Other (Not 2, 3, or 4) Teachers**

XX – XXX – 1XXX – 112

**2. Special Education Teachers**

XX-280-1XXX-112 Local and State Special Education  
 XX-456-1XXX-112 Federal - IDEA  
 XX-457-1XXX-112 Federal - IDEA Pre-School  
 XX-458-1XXX-112 Federal - IDEA Program Improvement

**3. Vocational Education Teachers**

XX-39X-1XXX-112 Local and State Vo-Ed / Career Technical Education

XX-451-1XXX-112 Federal – Carl Perkins - Basic

XX-452-1XXX-112 Federal – Carl Perkins - Competitive

**4. Other Programs-Bilingual, Alternative, or At Risk (Drop Out) Education Program**

XX-210-1XXX-112 – Non-Federal Alternative Education XX-260-1XXX-112 – Non-Federal Bilingual/ESL

XX-427-1XXX-112 – Federal At Risk Education

XX-432-1XXX-112 – Federal Title III Part English Language Acquisition

**Textbook Expenditures for Classroom Instruction** XX-XXX-1XXX-640 Textbooks – Not On Line Services XX-XXX-1XXX-650 Periodicals – Not On Line Services

To report these expenditures in MAEFAIRS, enter the Detail Expenditures screen, select Fund XX in the Fund Code box at the top right of the screen. Move to the Program field and enter XXX, tab to the Function field and enter the appropriate numbers or letters, tab to the object field and enter the appropriate numbers, and tab to the amount and enter the amount determined to be correct for each line item that applies to the district.

**Schedule of Changes in Fixed Assets (SCFA)**

**NOTE:** School districts that have a yellowbook or A-133 audit must report fixed assets on this schedule. School districts that have a review once every four years are not required to report this information on the TFS, but are still required to maintain a listing of fixed assets and make it available to the auditor.

**ASSETS**

Activity Type:

The SCFA reports governmental and business-type activities in separate sections.

Governmental Activities usually include the general, special revenue, debt service, capital projects, permanent, and internal service funds. These funds are generally financed through taxes, intergovernmental revenues, and other non-exchange revenues. Business-Type Activities are usually reported in enterprise funds. These funds are financed in whole or in part by fees charged to external parties for goods and services.

Asset:

- Land
- Land Improvements
- Buildings
- Machinery and Equipment
- Construction in Progress
- Improvement Accumulation
- Building Accumulation
- Machinery and Equipment Accumulation

Enter the beginning balance (beginning of the year, at cost), current year additions (at cost) and current year removals (at cost) for each category of asset.

Choose the accumulated depreciation category from the following list:

- Improvement Accum Depreciation (related to land improvements)
- Building Accum Depreciation
- Machinery and Equipment Accum Depreciation

Enter the beginning balance of depreciation accumulated to date as of the beginning of the year, the accumulated depreciation for current year additions as of the date added, and the accumulated depreciation for any current year removals as of the date the items were removed.

## DEPRECIATION

Use this screen to report the amount of current year depreciation, that is, depreciation during the reporting year. Current year depreciation is reported by function for governmental and/or business-type activities. Depreciation on assets that can be allocated to a particular function (s) should be reported using that function code or codes. For example, the current year depreciation for a bus barn would normally be reported under '27XX Transportation.' Depreciation on assets that cannot be easily allocated to a particular function may be reported under 'Unallocated.' For example, depreciation of a school building would normally be reported under 'Unallocated.'

**NOTE:** Ending balance and totals are computed by MAEFAIRS. MAEFAIRS will bring forward the previous year's ending balances as beginning balances. Acquisition cost for each category is listed first. Accumulated depreciation for Land Improvements, Buildings, and Machinery and Equipment is listed next (Land and Construction-in-Progress is not depreciated).

## Schedule of Changes in Long-Term Liabilities (SCLTL)

**NOTE:** School districts that have a yellowbook or A-133 audit must report long-term liabilities on this schedule. School districts that have a financial review once every four years are not required to report this information on the TFS, but are still required to maintain a listing of long-term liabilities and make it available to the auditor.

The SCLTL reports governmental and business-type activities in separate sections. **Governmental Activities** are usually reported in the general, special revenue, debt service, capital projects, permanent and internal service funds. These funds are generally financed through taxes, intergovernmental revenues and other non-exchange revenues. **Business-type Activities** are usually reported in the enterprise funds. These funds are financed in whole or in part by fees charged to external parties for goods and services.

School districts will report beginning balance, new debt and other additions, principal payments, refunding and other reductions, and current portion (due in the next fiscal year) for long-term debt in the following categories:

- Capital Leases
- Compensated Absences
- Intercap Loan Payable
- Special Improvements (SIDs)
- Other long-term loans
- OPEB
- Net Pension Liabilities

**NOTE: General Obligation Bond information will be pre-filled by MAEFAIRS. Districts with outstanding bonds payable should check the pre-filled information and contact OPI as soon as possible if it is incorrect.**

**Ending balance, totals and long-term portion (due beyond the next fiscal year) will be computed by MAEFAIRS. MAEFAIRS will bring forward the previous year's ending balances as beginning balances for the current year.**

Suggested backup documentation for each category is listed as follows:

- Capital Leases--lease payment schedule
- Compensated Absences--compensated absences worksheet
- Intercap Loan Payable--Intercap loan payment schedule
- Special Improvements (SIDs)--SID payment schedule
- Other Post Employment Benefits (OPEB)
- Net Pension Liabilities (year 1 use the addition only)

**NOTE:** Report only **PRINCIPAL** balances, payments, etc. Do not include the interest portion of the payment schedule.

Current Portion of Long-Term Debt: The current portion is the principal amount that is due in the next fiscal year. For debt that is documented with a payment schedule (see above suggested backup documentation), this amount should be obtained by looking at the payment date(s) and determining how much principal is due in the next fiscal year. For Compensated Absences, OPI suggests one of two options for reporting current portion:

1. Report zero.
2. Determine if the district has been notified of retirements and/or terminations that will take place in the next fiscal year (for example, teachers who take an early retirement incentive). Estimate the portion of compensated absences for the employee(s) and report the total as current portion.



## GRANT CODING

### LIST OF COMMON EXPENDITURE DRIVEN GRANTS

The following common grants and programs are required to be reported on the Trustees Financial Summary with revenues and expenditures reported equally for the year. If cash received exceeds disbursements on 6/30, reduce revenue to equal expenditures and report the excess balance as Deferred Inflows, or as a liability (Due to Other Governments) if the unused dollars must be returned to the grantor. If cash received is less than disbursements, report the un-received, but claimed, amount as a receivable (Due from Other Governments).

Grant	Revenue Source	Expenditure Program	CFDA Number
21 <sup>st</sup> Century Community Learning (Title IV, Part B)	4340	434 (student)	84.287
21 <sup>st</sup> Century Community Learning (Title IV, Part B)	4340	650 (adult basic ed)	84.287
Adult Basic & Literacy Education(ABLE)	4540	454	84.002
Adult Basic Education (State)	3620	650	State
Education of Homeless Children (Title X, Part C)	4380	438	84.196
Emergency Immigrant Education	4650	465	84.162A
GEAR UP	4710	471	84.334
Gifted & Talented, State	3600	360	State
Head Start	4110	411	93.600
IDEA, Part B, Children W/Disabilities	4560	456	84.027
IDEA Preschool	4570	457	84.173A
IDEA Part D (State Program Improvement)	4580	458	84.029
In State Day Treatment	3290	329	State
Jobs for Montana Graduates	3290	329	State
Johnson O'Malley	4140	414	15.130
Learn and Serve	4650	465	94.004
Local Gvt, Severance Tax (LGST)	3290	1XX	State
Resource Transfers	5700	3XX or 4XX	State or Federal
Resource Transfers Dist/Coops (Local/State Special Ed Funds)	5710	280	Local
State Audiology Contracts	3235	274	State
Title I, Part A, Improve. Basic Programs	4200	420	84.010A
Title I, Part A Improvement Grants	4220	422	84.010A
Title I, Part B, Subpart 1, Reading First	4230	423	84.357
Title I, Part C, Migrant Education	4250	425	84.011A
Title I, Part C, Migrant Incentive	4260	426	84.011

Grant	Revenue Source	Expenditure Program	CFDA Number
Title I, Part D, Neglected, Delinquent, & At Risk Youth	4270	427	84.013A
Title II, Part A Teacher and Principal Training & Recruitment	4300	430	84.367
Title III, Part A, English Language Acquisition & Enhancement	4320	432	84.003
Title IV, Part B, 21 <sup>st</sup> Century Community Learning Centers	4340	434	84.287
Title VI, Part B, Subpart 1, Small Rural Schools (SRS or REAP)	4120	412	84.358
Title VI, Part B, Subpart 2, Rural, Low Income Schools (RLI)	4370	437	84.358
Title VII, Indian Education	4130	413	84.060
Title X, Part C, Education of Homeless Children and Youth	4380	438	84.196
Vo Ed Carl D Perkins - Basic	4510	451	84.048A
Vo Ed Carl D Perkins – Comp	4520	452	84.048A

### LIST OF COMMON ENTITLEMENTS

Entitlements usually have fewer restrictions as to how funds can be spent. Revenues may be recorded on the modified accrual basis and do not have to equal expenditures on the trustees financial summary.

Entitlement	Revenue Source	Expenditure Program	CFDA Number
Impact Aid	4820	Any	84.041
State Technology Grant	3281	Any	State
State Flexibility Fund Allocation	3282	Any	State
Vo Ed All Programs	3900	390	State
Vo Ed Agriculture	3900	391	State
Vo Ed Business/Marketing	3900	392	State
Vo Ed Health Occupations	3900	393	State
Vo Ed Family & Consumer Sciences	3900	394	State
Vo Ed Tech Ed/Industrial Arts	3900	395	State
Vo Ed Office Occupations	3900	396	State
Vo Ed Trades & Industry	3900	397	State
OTO Indian Education for All	3650	365	State
OTO Capital Investment & Deferred Maint.	3660	366	State
OTO Full-Time Kindergarten Startup	3670	367	State
OTO K-12 Data Education Systems	3680	368	State

### LIST OF COMMON REIMBURSEMENTS

Reimbursements payments provide that the grantee spend funds first, then the grantor reimburses the grantee for the expenditures.

<u>Reimbursement</u>	<u>Revenue Source</u>	<u>Expenditure Program</u>	<u>CFDA Number</u>
School Food Commodities	4550	910	10.550
School Food Breakfast	4550	910	10.553
School Food Lunch	4550	910	10.555
School Food Milk	4550	910	10.556
School Food Snacks	4550	910	10.558
School Food Summer Program	4555	910	10.559
School Food Nutrition Training	4550	910	10.564
School Nutrition Equipment	4610	461	10.579
State Drivers Education Reimbursement	3260	1xx	State